



Town of Westport Parks & Recreation

SEASONAL EMPLOYMENT INFORMATION – SPRING AND SUMMER OF 2011

Dear Applicant:

Thank you for your interest in seasonal employment with the Westport Parks and Recreation Department. The following information is provided to assist you in understanding the application and hiring process:

General Information

Most applications are reviewed as they are received. Some, such as summer camp, are reviewed on a specific date which is detailed below. Applications will be retained on file through the end of the summer season and will be referred to as openings occur. If you need more specific information about the position you are applying for, contact the supervisor responsible for the position as listed in the contact box below. Every supervisor conducts potential employee searches differently so please feel free to follow up your application with an email. **IT IS BEST TO GET YOUR APPLICATION IN AS SOON AS POSSIBLE AS MOST POSITIONS WILL BE HIRED BY APRIL 1, 2011.** When filling out the application, please do not put “anything available” under the position desired area. When supervisors see this, they will look directly over it so you must be specific in applying for a certain job. **PLEASE FILL OUT THE APPLICATION IN PEN AND WRITE LEGIBLY.** We communicate via email so it is important that you provide an email address. We do not use the phone or text so it is up to the candidate to check their email for the status of their application. You may also email the supervisor to whom you applied for a position with as well to check the status of your application.

Camp Counselors

All Camp Compo and REcing Crew counselor applications are due by March 11, 2011. There will be approximately 30 positions available between Camp Compo and REcing Crew. Camp begins on June 27th and runs through August 12th.

- a. Applications are reviewed and a limited number of applicants are selected for interviews with the camp director and the program manager. **Not all applicants will be selected for a personal interview. Applicants will be contacted by email to let them know the status of their application so it is important that you provide a LEGIBLE email address in the application.** The selection process is based on the information the applicant provides on the application. The more information provided regarding experience and extra curricular activities will allow a more accurate evaluation. Generally applicants who have completed at least their sophomore year in high school and have some experience with working with children will be considered. If we widen our applicant pool, we will consider to those who have completed their freshman year. Due to the large volume of applicants, not every applicant receives an interview. In years past, we have had over 100 applications. *Counselors that have worked for us in the past that submit applications on time will be considered prior to new applicants.*
- b. We must have your dates of availability between June 27th and August 13th. **You must be available to work at least 5 of those 7 weeks in order to be considered and one of those weeks must be June 28th or July 5th.** A work week is considered to be five days from Monday through Friday, 8:00 am – 4:00 pm.

- c. Interviews are then conducted in early April and jobs offered by the end of April
- d. If you do not receive an interview we will retain your application through the summer season. If selected applicants offered positions do not accept or if we have openings later in the season we may contact you for an interview at a later date. .
- e. The initial hiring process is completed by May 1, 2011.
- f. Starting pay for all first year counselors is \$8.25/hour.

THE FOLLOWING IS A LIST OF SUPERVISORS AND THE POSITIONS THEY HIRE:

Tim Burke, Parks Supervisor – tburke@westportct.gov
Athletic Field Maintenance, Parks Maintenance

Dan DeVito, Operations Supervisor – ddevito@westportct.gov
Lifeguards – Must have full certification to apply
Guest Services – Includes parking attendants, security personnel and event staff
Tennis Clerks
Marinas
Skate Park

Karen Puskas, Program Manager – kpuskas@westportct.gov
Camp Counselors
Swim Instructors – Must have American Red Cross certification.
Tennis Instructors
Miscellaneous programs

Dan Rackliffe, Golf Course Superintendent – drackliffe@westportct.gov
Golf Course Maintenance
Must be available March – November
6:00 am – 2:30 pm
Five days per week and will include some weekends
All types of weather



Town of Westport Parks & Recreation

Longshore Club Park, 260 South Compo Road, Westport, CT 06880

recreation@westportct.gov

(203) 341-5090

APPLICATION FOR SEASONAL EMPLOYMENT SUMMER 2011

(Athletic Field Maintenance, Camp Counselors, First Tee, Golf Course Maintenance, Lifeguards, Parks Maintenance, Sales Office, Guest Services, Swim Instructors, Tennis Clerks/Maintenance, Tennis Instructors, Site Supervisors, Winter Programs)

POSITION FOR WHICH YOU ARE APPLYING: _____

PERSONAL INFORMATION – PLEASE PRINT LEGIBLY OR FILL OUT ON COMPUTER

NAME— First: _____ Middle Initial: _____ Last: _____

HOME ADDRESS— Street Address: _____ City/Town : _____ State: _____ Zip Code: _____

ADDRESS AT SCHOOL IF YOU ARE IN COLLEGE (include your email address below)

HOME PHONE #: _____ CELL PHONE: _____ EMAIL: _____

Do you hold a current motor vehicle driver's license? Yes ___ No ___ Operator Number: _____ State: _____

EDUCATIONAL BACKGROUND:

High School/Town/State: _____ Year of Graduation: _____

College: _____ Degree – Y/N ___ Major: _____ Year of Graduation: _____

ADDITIONAL INFORMATION

Are you able to perform the specific responsibilities of the position for which you are applying? Yes _____ No _____

If No, please explain what accommodations you require: _____

Are you legally eligible for employment in the United States? Yes: _____ No: _____

Have you ever worked for the Westport Parks and Recreation Department? Yes: ___ No :___ Dates of employment: _____

Position held: _____ Name of Supervisor: _____

DATES YOU ARE AVAILABLE FOR EMPLOYMENT

BEGINNING: _____ ENDING: _____

Days: Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Saturday _____ Sunday _____

Time: Days _____ Evenings _____

CERTIFICATES HELD (i.e., Lifeguard Training, CPR, First Aid, etc.): _____

PREVIOUS EMPLOYMENT – Please list past two employers

Employer: _____ Position: _____ Phone: _____ May We Contact? _____

Job responsibilities included: _____

Employer: _____ Position: _____ Phone: _____ May We Contact? _____

Job responsibilities included: _____

OTHER EXPERIENCE - (Please list experience relating to position desired)

PERSONAL REFERENCES:

1. _____
Name Email Phone No.

2. _____
Name Email Phone No.

SHIRT SIZE: S _____ M _____ L _____ XL _____ XXL _____

This section Lifeguards and Swim Instructors only:

SWIM SUIT: (Please check 1 or 2 piece) One Piece _____ Two Piece _____

SWIM SUIT SIZE: Male ____30 ____32 ____34 ____36 Female ____28 ____32 ____34 ____36 ____38

I authorize investigation of all statements in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and can be terminated at any time without previous notice.

DATE: _____

Check box to indicate your agreement.

FOR OFFICE USE ONLY

Account Number _____

Rate of Pay _____

Starting Date _____ Ending Date _____

Received Application _____

Interviewed _____

Date Hired _____